



United States  
Department of  
Agriculture

Rural  
Housing  
Service

**Oregon AN No. 1258 (1980)**

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Office Hours 8:00 am - 4:30 PM

September 17, 2003

**SUBJECT:** Guaranteed Rural Housing (GRH) Program  
Preparation of GRH Case File

**TO:** Rural Development Managers  
Rural Development  
Oregon

**PURPOSE/INTENDED OUTCOME:**

The purpose of this Administrative Notice (AN) is to amend previous guidance on the preparation of the Guaranteed Rural Housing (GRH) loan case file.

**COMPARISON WITH PREVIOUS AN:**

This AN replaces Oregon AN No. 1204(1980) issued March 19, 2001, which expired on March 31, 2002.

**IMPLEMENTATION RESPONSIBILITIES:**

Exhibit A to this AN provides a document list and order in which documents must be filed in respective positions of the GRH case file. This method is generally accepted in the conventional lending industry and will continue to be adopted with all GRH case files.

Because case file storage is minimal, we have contracted with an imaging vendor who provides an online document center for access to electronically imaged GRH case files. We are amending the previously issued to stack to capture the most essential documents to be imaged and those documents related to and necessary to be confirmed by any potential Management Control Review (MCR) of GRH.

**EXPIRATION DATE:**  
September 30, 2004

**FILING INSTRUCTIONS:**  
Proceeding RD Instruction 1980-D

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It is not necessary for field offices to file the stack cover relating to the specific position in the borrower's case file. This is optional and is destroyed upon purging and ultimate imaging of the case file. However, it is helpful for MCR's and future purging that the stack/order in the case file remain as defined in each position noted. It would also be helpful for organization purposes to continue our past practice of the following label set-up:

White Label:

NAME (Borrower)	GRH 03
NAME (Co-Borrower)	
ORIGINATING LENDER	
AREA OFFICE	

"GRH 03" represents the fiscal year in which the loan was obligated. As fiscal years change, the number following "GRH" will also change.

If you have any questions regarding this Administrative Notice (AN), please feel free to contact Single Family Housing at (503) 414-3335.



LYNN SCHOESSLER  
State Director

Attachment